

CITY OF BURBANK

SENIOR ADMINISTRATIVE ANALYST

DEFINITION

Under general direction, to perform, coordinate, or direct a variety of complex professional, administrative, operational, research, financial, and analytic duties; to coordinate, direct or manage complex administrative or operational projects or programs; and to do related work as required.

ESSENTIAL FUNCTIONS

Conducts or directs complex research and analysis; prepares and presents detailed and comprehensive written reports and verbal presentations containing complex information and analysis to a variety of audiences, including but not limited to the City Council; evaluates, develops, recommends, and manages the implementation of proposed or existing policies, procedures and practices; may develop, implement, or manage complex personnel programs; coordinates or directs budget preparation, manages budget expenditures and revenues, and may develop and implement performance measurements; analyzes, develops and implements administrative/operational changes in response to legislative requirements; responds to departmental and citizen inquiries; conducts contract administration; may conduct grant management; may conduct community outreach or develop, implement and manage community programs; may supervise, train, evaluate, and develop clerical and administrative employees; may make effective recommendations regarding promotion, transfer, and disciplinary action, up to and including termination; may direct or manage the operations of a departmental section or program; may serve as staff to elected officials; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – principles and practices of Public Administration, governmental budgeting, fiscal management, human resources management, and sound supervision; advanced research methods and analytic techniques; applicable local, state, and federal laws and legislation and the legislative process; principles and practices of public speaking; English usage, spelling, grammar, and punctuation; modern office procedures, methods, and equipment including but not limited to computer equipment and supporting software.
- Ability to – conduct complex research, analyze data, and solve complex problems; develop budgets and manage expenditures; effectively manage projects or programs; prepare comprehensive written reports and give effective verbal presentations; communicate effectively both verbally and in writing using professional writing techniques; establish and maintain effective working relationships with supervisors, fellow employees, the public, and outside agencies; effectively lead, coach, develop, and motivate employees; review and evaluate employees' job performance and make recommendations for development; work independently and exercise appropriate judgment; maintain confidentiality as may be required.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with a Bachelor's degree in public administration, business administration, or a work related field, and two years of responsible experience in administrative, budget, or personnel analysis, preferably including one year of supervisory experience. NOTE: Completion of requirements for a master's degree in public administration or work related field may be substituted for six months of the required experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.